

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	Genest, Michael
Expense Dates	11/12/09-11/13/09
Total Expense Amount	572.20
Amount Due Employee	166.00
Form ID	TEA000545366

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 11/12	O/S Shuttle Fare	29.00	X
2) 11/13	O/S Shuttle Fare	39.00	X
3) 11/13	O/S Parking, Auto	30.00	X

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 NOV 23 PM 3:57

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

/s/ Fred W Klass

Approved
by:

Fred W Klass

Approved
11/23/09

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 11/12/09-11/13/09
Report Name Nov2009 PEW Center

Request Total \$ 572.20
Direct Charge Total - 406.20
Travel Advances - 0.00
Net Due Employee = 166.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	PEW Ctr 11-13	572.20

NOTE: (d)=Direct Charge

DATE	Thu Nov 12	Fri Nov 13								TOTAL
O/ S Commercial Air Fare (d)	406.20									406.20
O/S Shuttle Fare	29.00	39.00								68.00
O/S Lunch	10.00	10.00								20.00
O/S Dinner	18.00	18.00								36.00
O/S Breakfast		6.00								6.00
O/S Incidentals		6.00								6.00
O/ S Parking, Auto		30.00								30.00
TOTALS \$	463.20	109.00								572.20

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	PEW Ctr 11-13	11/12/09	O/S Commercial Air Fare	406.20	Direct Charge
Regular Travel	PEW Ctr 11-13	11/12/09	O/S Shuttle Fare	29.00	Cash
Regular Travel	PEW Ctr 11-13	11/12/09	O/S Lunch	10.00	Cash
Regular Travel	PEW Ctr 11-13	11/12/09	O/S Dinner	18.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Breakfast	6.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Lunch	10.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Dinner	18.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Incidentals	6.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Shuttle Fare	39.00	Cash
Regular Travel	PEW Ctr 11-13	11/13/09	O/S Parking, Auto	30.00	Cash

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	Genest, Michael
Expense Dates	10/19/09-10/19/09
Total Expense Amount	322.20
Amount Due Employee	0.00
Form ID	TEA000545319

I have reviewed the following documents.
/s/ Fred W Klass

Approved
by:

Fred W Klass

09 NOV 23 PM 3:57

11/13/01

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 10/19/09-10/19/09
Report Name Oct 2009 Milken

Request Total \$ 322.20
Direct Charge Total - 322.20
Travel Advances - 0.00
Net Due Employee = 0.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Milken-2	322.20

NOTE: (d)=Direct Charge

DATE	Mon Oct 19									TOTAL
Commercial Air Fare (d)	322.20									322.20
TOTALS \$	322.20									322.20

**Travel & Expense Account
Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Milken-2	10/19/09	Commercial Air Fare	322.20	Direct Charge